

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holidays) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The head teacher and the governing body will determine what the exceptional circumstances are.

FOR COMPLETION BY PARENT/CARER You have requested the school's permission for the leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the school office. Completion of the form does not guarantee the leave of absence will be authorised.

Student's name..... Form.....

Dates of leave of absence: From:.....To:.....

Please give full reason(s) for asking for leave of absence in term time.

.....

Do you have a sibling at another school for who you have requested absence authorisation for this period? If so, what was the outcome? Please specify the school name so that we can make contact.

.....

Signed:.....Parent/carer Date:

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence

Timeline	One child	Two children
Paid with 21 days	£80.00 Per parent	£80.00 per child =£160.00 per parent
After 21 days & before 28 days	£160.00 Per parent	£160.00 per child = £320.00 per parent
After 28 days	You will receive a summon to appear before the magistrate's court on the grounds you have failed to secure your child's regular attendance.	You will receive a summon to appear before the magistrate's court on the grounds you have failed to secure your child's regular attendance.

FOR COMPLETION BY SCHOOL:

Authorised

Unauthorised

Reason holiday declined

.....

Signed

Date